



**CITY OF BEAVERTON**  
Community Development Department  
Development Services Division  
4755 SW Griffith Drive  
PO Box 4755  
Beaverton, OR. 97076  
Tel: (503) 526-2420  
Fax: (503) 526-3720  
[www.beavertonoregon.gov](http://www.beavertonoregon.gov)

**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
\_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_  
**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

## DEVELOPMENT APPLICATION- HISTORIC REVIEW

PLEASE SELECT THE SPECIFIC TYPE OF HISTORIC REVIEW FROM THE FOLLOWING LIST:

- |  |   |
|--|---|
| <input type="checkbox"/> TYPE ONE EMERGENCY DEMOLITION OF A LANDMARK | <input type="checkbox"/> TYPE THREE DEMOLITION OF A LANDMARK                |
| <input type="checkbox"/> TYPE THREE ALTERATION OF A LANDMARK         | <input type="checkbox"/> TYPE THREE NEW CONSTRUCTION IN A HISTORIC DISTRICT |

**APPLICANT:** Use mailing address for meeting notification.

Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**APPLICANT'S REPRESENTATIVE:**

Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**PROPERTY OWNER(S):** Attach separate sheet if needed.

Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

### PROPERTY INFORMATION (REQUIRED)

**SITE ADDRESS:** \_\_\_\_\_  
**ASSESSOR'S MAP & TAX LOT #** **LOT SIZE** **ZONING DISTRICT**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_  
**EXISTING USE OF SITE:** \_\_\_\_\_  
**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_  
**PRE-APPLICATION DATE:** \_\_\_\_\_



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## HISTORIC REVIEW

# HISTORIC REVIEW SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL HISTORIC REVIEW APPLICATIONS

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
- ☐ Address all applicable provisions of Chapter 20 (Land Uses).
  - ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.35.15.1.C.1-10 (Alteration of a Landmark), Section 40.35.15.2.C.1-4 (Emergency Demolition of a Landmark), Section 40.35.15.3.C.1-8, and Section 40.35.15.4.C.1-4 (New Construction in a Historic District), of the City's *Development Code* (ORD 2050), attached.
  - ☐ Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
- ☐ **D. FEES**, as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. SITE ANALYSIS INFORMATION:**

☐ Proposed parking modification: \_\_\_\_\_ sq. ft.  
Proposed number of parking spaces: \_\_\_\_\_  
Proposed use: \_\_\_\_\_  
Parking requirement: \_\_\_\_\_

☐ Existing parking area: \_\_\_\_\_ sq. ft.  
Existing number of parking spaces: \_\_\_\_\_

☐ Existing building height: \_\_\_\_\_ ft.  
Proposed building height: \_\_\_\_\_ ft.  
Existing building area: \_\_\_\_\_ sq. ft.  
Proposed building modification: \_\_\_\_\_ sq. ft.

☐ Existing landscaped area: \_\_\_\_\_ sq. ft.  
Percentage of site: \_\_\_\_\_ %  
Proposed landscape modification: \_\_\_\_\_ sq. ft.  
Percentage of site: \_\_\_\_\_ %

- ☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or [WierckA@CleanWaterServices.org](mailto:WierckA@CleanWaterServices.org)
- ☐ **G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**  
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.
- ☐ **H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**  
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.
- ☐ 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
  - ☐ 2. A copy of the mailing list used to mail out the meeting notice.
  - ☐ 3. A written statement representative of the on-site posting notice.
  - ☐ 4. Affidavits of mailing and posting
  - ☐ 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
  - ☐ 6. Meeting minutes that include date, time and location, as well as, oral and written comments received.
  - ☐ 7. Meeting sign-in sheet that includes names and address of attendees.
  - ☐ 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.
- ☐ **I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

# PLANS & GRAPHIC REQUIREMENTS-

REQUIRED FOR ALL HISTORIC REVIEW APPLICATIONS, AS INDICATED

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

**Include all of the following information:**

- ☐ **A. EXISTING CONDITIONS PLAN (Required for Alteration of a Landmark & New Construction in Historic District):**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. Vicinity map.
  - ☐ 3. The entire lot(s), including area and property lines dimensioned.
  - ☐ 4. Points of existing access, interior streets, driveways, and parking areas.
  - ☐ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
  - ☐ 6. Existing right-of-way and improvements.
  - ☐ 7. Dimension from centerline to edge of existing right-of-way.
  - ☐ 8. Existing topographical information, showing 2 ft. contours.
  - ☐ 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
  - ☐ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
  - ☐ 11. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
  - ☐ 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
  - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ **B. DIMENSIONED SITE PLAN (Required for all applications):**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including identification refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed right-of-way, dedications and improvements.
  - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
  - ☐ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
  - ☐ 8. Location of storm water quality/detention facilities.
  - ☐ 9. Boundaries of development phases, if applicable.
  - ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
  - ☐ 11. Sensitive areas, as defined by CWS standards.
  - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **C. GRADING PLAN (Required only for New Construction in a Historic District):**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s).
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed rights-of-way, dedications and improvements.
  - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
  - ☐ 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
  - ☐ 8. Location of 100-year flood plain.
  - ☐ 9. Location of storm water quality/detention facilities.
  - ☐ 10. Boundaries of development phases, if applicable.
  - ☐ 11. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
  - ☐ 12. Sensitive areas, as defined by the CWS standards.
  - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ **D. UTILITY PLAN (Required only for New Construction in a Historic District):**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s).
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed right-of-way, dedications and improvements.
  - ☐ 6. Proposed topographical information, showing 2 ft. contours.
  - ☐ 7. Location of 100-year flood plain.
  - ☐ 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
  - ☐ 9. Boundaries of development phases, if applicable.
  - ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
  - ☐ 11. Sensitive areas, as defined by the CWS standards.
  - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ **E. LANDSCAPE PLAN (Required for Alteration of a Landmark & New Construction in Historic District):**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s).
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed right-of-way, dedications and improvements.
  - ☐ 6. Boundaries of development phases, if applicable.
  - ☐ 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - ☐ 8. Sensitive areas, as defined by the CWS standards.
  - ☐ 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
  - ☐ 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.

- ☐ **E. LANDSCAPE PLAN (*Continued*):**
- ☐ 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
  - ☐ 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
  - ☐ 14. Proposed location of light poles, bollards and other exterior illumination.
  - ☐ 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.
- ☐ **F. LIGHTING PLAN (*Required for Alteration of a Landmark & New Construction in Historic District*):**
- ☐ 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
  - ☐ 2. Type, style, height, and the number of fixtures per light.
  - ☐ 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
  - ☐ 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
  - ☐ 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.
- ☐ **G. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.
- ☐ **H. MATERIALS BOARD:** Provide **one (1) 8½"x11"** or **one (1) 8½"x14"** Materials Board that includes examples of all building materials, colors, and textures of exterior surfaces for building(s) and structure(s). *Materials Boards provided at a size other than what is indicated above will not be accepted.*
- ☐ **I. DESCRIPTION OF MATERIALS AND FINISHES FORM:** Provide one completed copy of the Materials and Finishes Form with the application submittal.

**Note:** *Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.*

***I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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# **TYPE 3 ALTERATION OF A LANDMARK - APPROVAL CRITERIA**

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**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for an Alteration of a Landmark shall address compliance with all of the following Approval Criteria as specified in 40.35.15.1.C.1-13 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for an Alteration of a Landmark application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The distinguishing original historic or architectural qualities or character of a building, structure, or site and its environment are being preserved.
- ☐ 4. Any alteration to buildings, structures, and sites are in keeping with the time period of the original construction.
- ☐ 5. Any distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site have been preserved unless said features are a threat to public health and safety or are in violation of building, fire, or access regulations.
- ☐ 6. Deteriorating architectural features will be repaired rather than replaced, wherever possible.
- ☐ 7. New material used for replacement will match the material being replaced in terms of composition, design, color, texture, and other visual qualities.
- ☐ 8. The repair or replacement of missing architectural features is based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence.

- ☐ 9. The design of the proposed addition or alteration does not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, material, and character of the property, neighborhood, or environment.
- ☐ 10. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are subject to an adjustment, planned unit development, or variance which shall be already approved or considered concurrently with the subject proposal.
- ☐ 11. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- ☐ 12. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 13. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.





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# **TYPE 1 EMERGENCY DEMOLITION OF A LANDMARK - APPROVAL CRITERIA**

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**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for an Emergency Demolition of a Landmark shall address compliance with all of the following Approval Criteria as specified in 40.35.15.2.C.1-5 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for an Emergency Demolition of a Landmark application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The City of Beaverton Building Official has declared, consistent with the Dangerous Buildings Code, the historic building or structure to be an immediate threat to health and safety.
- ☐ 5. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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# **TYPE 3 DEMOLITION OF A LANDMARK - APPROVAL CRITERIA**

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**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Demolition of a Landmark shall address compliance with all of the following Approval Criteria as specified in 40.35.15.3.C.1-8 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Demolition of a Landmark application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The economic, social, environmental, and energy consequences of allowing the demolition outweigh the preservation of the historic landmark.
- ☐ 4. The applicant has not rejected the highest bona fide offer for sale and removal of the building.
- ☐ 5. If applicable, the historic or architectural significance of the resource is not sufficient to warrant its continued preservation.
- ☐ 6. If applicable, the physical condition of the building is such that it is not practical to improve its condition to meet applicable building codes.
- ☐ 7. If within a Historic District, the loss of the structure will not diminish the overall integrity of the District.
- ☐ 8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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# **TYPE 3 NEW CONSTRUCTION IN A HISTORIC DISTRICT**

## **- APPROVAL CRITERIA**

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**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for New Construction in a Historic District shall address compliance with all of the following Approval Criteria as specified in 40.35.15.4.C.1-8 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a New Construction in a Historic District application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. As it relates to existing surroundings and future allowed uses, their location, size, shape, height, and spatial and visual arrangement, the proposed development is compatible with and does not substantially detract from the historic value of the existing Historic District.
- ☐ 4. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.